

**Glen Carbon Centennial Library District
Personnel Committee Meeting Agenda
Thursday, January 23, 2025 at 5:30 p.m.
Glen Carbon Centennial Library Conference Room
198 South Main St.
Glen Carbon, Illinois 62034**

- I. Call to Order and Roll Call
- II. Recognition of Visitors and Public Comment
- III. New Business –
 - Job Descriptions - The Administrative Assistant job description and duties were discussed. Also, the hours and benefits of the Cataloger position were discussed.
 - Director Evaluation - Director's Evaluation will go in Early February and I will be ready to report on it before we begin budget planning for the next fiscal year.
 - Homecoming - The situation with the rides for Homecoming was discussed and how that could affect the staff's ability to work that week.
- IV. Topics for Future Discussion
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- V. Adjournment at 7:06

**Glen Carbon Centennial Library District
Personnel Committee Meeting Minutes
Thursday, January 23, 2025 at 5:30 p.m.
Glen Carbon Centennial Library Conference Room
198 South Main St.
Glen Carbon, Illinois 62034**

- I. Call to Order at 5:39
- II. Roll Call - Cody Jeter, Carrie Smith, Christine Gerrish

- III. Recognition of Visitors and Public Comment
- IV. New Business –
 - Job Descriptions - The Administrative Assistant job description and duties were discussed. Also, the hours and benefits of the Cataloger position were discussed.
 - Director Evaluation - Director's Evaluation will go in Early February and I will be ready to report on it before we begin budget planning for the next fiscal year.
 - Homecoming - The situation with the rides for Homecoming was discussed and how that could affect the staff's ability to work that week.

Adjournment at 7:06

**Glen Carbon Centennial Library District
Personnel Committee Meeting Agenda
Tuesday, April 15, 2025 at 5:15 p.m.
Glen Carbon Centennial Library Conference Room
198 South Main St.
Glen Carbon, Illinois 62034**

- I. Call to Order and Roll Call
- II. Recognition of Visitors and Public Comment
- III. New Business –
 - Library Director’s Evaluation - Closed Session - Pursuant to Sections 2C1-Appointment, employment, compensation, discipline, performance or dismissal of specific employees
 - Job Descriptions
 - Personnel Budget FY 2526
- IV. Topics for Future Discussion
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- V. Adjournment

**Glen Carbon Centennial Library District
Personnel Committee Meeting
Tuesday, April 15, 2025 at 5:15 p.m.**

- I. Call to Order: 5:20
- II. Roll Call: Cody Jeter, , Carrie Smith
- III. Visitors:
- IV. New Business –
 - Library Director’s Evaluation was reviewed
 - Job descriptions were reviewed for consistency
 - Personnel Budget FY 2526 was reviewed
- V. Topics for Future Discussion
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- VI. Adjournment at 7:35

**Glen Carbon Centennial Library District
Personnel Committee Meeting Agenda
Thursday, May 15, 2025 at 5:00 p.m.
Glen Carbon Centennial Library Conference Room
198 South Main St.
Glen Carbon, Illinois 62034**

- I. Call to Order and Roll Call
- II. Recognition of Visitors and Public Comment
- III. New Business –
 - Personnel Updates
 - List of Personnel Committee Duties
- IV. Topics for Future Discussion
 -
- V. Adjournment

**Glen Carbon Centennial Library District
Personnel Committee Meeting
Tuesday May 15, 2025 at 5:00 p.m.**

Call to Order: 5:00

Roll Call: Cody Jeter, , Carrie Smith

Visitors:

Personnel Committee Update

- Staff Changes

List of Personnel Committee Duties.

Adjournment –

Motion to adjourn the meeting at 6:30

Date for next Regular Meeting – May 27, 2025

**Glen Carbon Centennial Library District
Finance Committee Meeting Agenda
Monday, June 16, 2025 at 5:00 p.m.
Glen Carbon Centennial Library Conference Room
198 South Main St.
Glen Carbon, Illinois 62034**

- I. Call to Order and Roll Call
- II. Recognition of Visitors and Public Comment
- III. New Business –
 - Discuss May Financials
 - Discuss Long Range Business Plan
 - Review Finance Committee Responsibilities
- IV. Topics for Future Discussion
 -
- V. Adjournment

**Glen Carbon Centennial Library District
Finance Committee Meeting
Monday, June 16, 2025 at 5:00 p.m.**

Call to Order: 5:01

Roll Call: Carla Elliff, Dave Klingensmith, Anna Marie Bell

Reviewed Financial Documents for May 2025

Updated the Project List for 2025-26

Adjournment – 5:35 pm

Date for next Regular Meeting – June 24, 2025

**Glen Carbon Centennial Library District
Finance Committee Meeting Agenda
Wednesday, July 9, 2025 at 5:00 p.m.
Glen Carbon Centennial Library Conference Room
198 South Main St.
Glen Carbon, Illinois 62034**

- I. Call to Order and Roll Call
- II. Recognition of Visitors and Public Comment
- III. New Business –
 - Discuss June Financials & End of Fiscal Year
 - Discuss Long Range Business Plan
- IV. Topics for Future Discussion
 -
- V. Adjournment

**Glen Carbon Centennial Library District
Finance Committee Meeting Minutes
Wednesday, July 9, 2025 at 5:00 p.m.
Glen Carbon Centennial Library Conference Room
198 South Main St.
Glen Carbon, Illinois 62034**

- I. Call to Order and Roll Call - Carla Elliff, Anna Marie Bell, Dave Klingensmith
 - Other - Christine Gerrish

- II. Recognition of Visitors and Public Comment

- III. New Business –
 - Discuss June Financials & End of Fiscal Year - The June financials were reviewed
 - Discuss Long Range Business Plan - The committee is still waiting on price estimates for upcoming projects

- IV. Topics for Future Discussion
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- V. Adjournment

**Glen Carbon Centennial Library District
Finance Committee Meeting Agenda
Tuesday, August 12, 2025 at 5:00 p.m.
Glen Carbon Centennial Library Conference Room
198 South Main St.
Glen Carbon, Illinois 62034**

- I. Call to Order and Roll Call
- II. Recognition of Visitors and Public Comment
- III. New Business –
 - Discuss July Financials
 - Discuss Long Range Business Plan
- IV. Topics for Future Discussion
 -
- V. Adjournment

**Glen Carbon Centennial Library District
Finance Committee Meeting Minutes
Tuesday, September 9, 2025 at 5:00 p.m.
Glen Carbon Centennial Library Conference Room
198 South Main St.
Glen Carbon, Illinois 62034**

- I. Call to Order and Roll Call - Carla Elliff, Anna Marie Bell, Dave Klingensmith
 - Other - Christine Gerrish

- II. Recognition of Visitors and Public Comment

- III. New Business –
 - The August financials were reviewed
 - The LRBP was reviewed and upcoming projects were updated
 - The financial impact of a title change among the staff was discussed

- IV. Topics for Future Discussion
 -

- V. Adjournment

**Glen Carbon Centennial Library District
Finance Committee Meeting Agenda
Tuesday, September 9, 2025 at 5:00 p.m.
Glen Carbon Centennial Library Conference Room
198 South Main St.
Glen Carbon, Illinois 62034**

- I. Call to Order and Roll Call
- II. Recognition of Visitors and Public Comment
- III. New Business –
 - Discuss August Financials
 - Discuss Long Range Business Plan
 - Staff Title & Pay
- IV. Topics for Future Discussion
 -
- V. Adjournment

**Glen Carbon Centennial Library District
Finance Committee Meeting Minutes
Thursday, October 9, 2025 at 5:00 p.m.
Glen Carbon Centennial Library Conference Room
198 South Main St.
Glen Carbon, Illinois 62034**

- I. Call to Order and Roll Call - Carla Elliff, Anna Marie Bell, Dave Klingensmith
 - Other - Christine Gerrish

- II. Recognition of Visitors and Public Comment

- III. New Business –
 - The September financials were reviewed
 - The LRBP was reviewed and upcoming projects were updated

- IV. Topics for Future Discussion
 -

- V. Adjournment

**Glen Carbon Centennial Library District
Finance Committee Meeting Agenda
Thursday, October 9, 2025 at 5:00 p.m.
Glen Carbon Centennial Library Conference Room
198 South Main St.
Glen Carbon, Illinois 62034**

- I. Call to Order and Roll Call
- II. Recognition of Visitors and Public Comment
- III. New Business –
 - Discuss September Financials
 - Discuss Long Range Business Plan
- IV. Topics for Future Discussion
 -
- V. Adjournment

**Glen Carbon Centennial Library District
Finance Committee Meeting Agenda
Thursday, November 10, 2025 at 5:00 p.m.
Glen Carbon Centennial Library Conference Room
198 South Main St.
Glen Carbon, Illinois 62034**

- I. Call to Order and Roll Call
- II. Recognition of Visitors and Public Comment
- III. New Business –
 - Discuss September Financials
 - Discuss Long Range Business Plan
- IV. Topics for Future Discussion
 -
- V. Adjournment

**Glen Carbon Centennial Library District
Finance Committee Meeting Minutes
Monday, November 10, 2025 at 5:00 p.m.
Glen Carbon Centennial Library Community Room
198 South Main St.
Glen Carbon, Illinois 62034**

- I. Call to Order and Roll Call - Carla Elliff, Anna Marie Bell, Dave Klingensmith
 - Other - Christine Gerrish

- II. Recognition of Visitors and Public Comment

- III. New Business –
 - The October financials were reviewed
 - The LRBP was reviewed and upcoming projects were updated with the estimates of the exterior project refresh

- IV. Topics for Future Discussion
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- V. Adjournment